# Excel 2013 for Windows
Conditional Formatting

Conditional Formatting

Microsoft Excel includes the feature Conditional Formatting which provides ways to apply colors to a cell's font and background depending on the conditions set. For example, you might want to highlight any cell that contains a specific name or date, for instance, or differentiate high, medium and low numerical values. Use conditional formatting to identify trends or patterns in your data by using bars, colors, and icons to visually highlight important values. Conditional Formatting can be applied to the selection or to a worksheet. It cannot be applied to more than one worksheet.

Applying Conditional Formatting based on Contents of a Cell

1. Select the cells to which you want to apply formatting.

2. Click **Home Tab | Conditional Formatting | Highlight Cells Rules | Equal to**. The *Equal To* dialog box displays (shown right).

3. Enter the cell reference in the field provided and select the formatting to be applied in the **With** field.
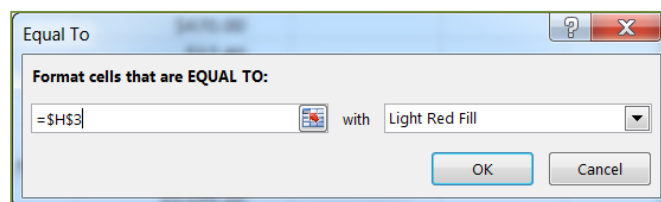
There are pre-defined formats available such as Light Red Fill with Dark Red Text, or Yellow Fill with Dark Yellow Text, etc. Click Custom to create formatting of your choice.

4. Click **OK**. The formatting will be applied to the selected cells.

### Applying Conditional Formatting to Duplicate or Unique Values

1. Select the cells to which you want to apply formatting.

2. Click **Home Tab | Conditional Formatting | Highlight Cells Rules | Duplicate Values**. The *Duplicate Values* dialog box displays (shown right).

3. Click the drop-down arrow and select either **Duplicate** or **Unique**.

4. Select the formatting to be applied in the **Values With** field.

5. Click **OK**. The formatting will be applied to the selected cells.
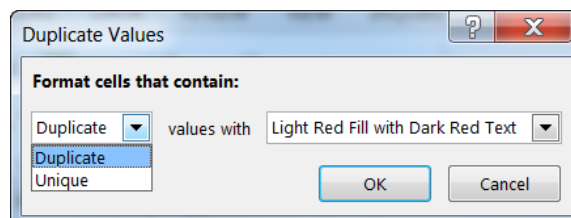
Applying Conditional Formatting using Icon Sets

A Conditional Formatting rule can code values with icons based on a set of conditions. In this example, we will apply one icons where the value is greater than or equal to 5, a different icon where the value is less than 5 and greater than or equal to 0 and a third icon where the value is less than 0.

1. Select the cells to which you want to apply formatting.

2. Click **Home Tab | Conditional Formatting | New Rule.** The *New Formatting Rule* dialog box displays (shown right).

3. In the **Select a Rule Type** list, select **Format all cells based on their values**.
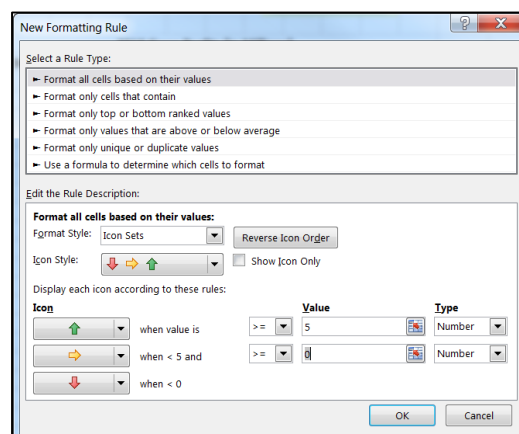
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4. In the **Format Styles** field, click the drop-down arrow and select **Icon Sets**.

5. In the **Icon Style** field, click the drop-down arrow and select an icon set from the list. For this example, we selected the red up arrow, yellow right arrow, and green up arrow group.

If desired, select Show Icon only.

6. In the **Display each icon according these rules** fields, enter the values and conditions to be used.

In this example, the conditions are set for the green up arrow: when the value is greater than 5 and a number; for the yellow right arrow: when the value is less than 5 and greater than or equal to 0 and is a number; and for the red down arrow: when the value is less than 0.
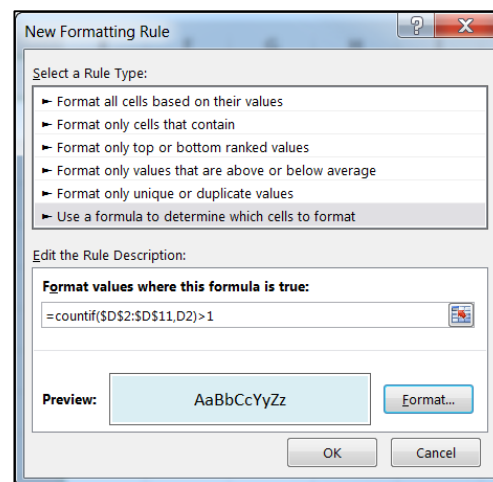
7. Click **OK**. The conditional formatting is applied to the selected cells.

Applying Conditional Formatted Based on a Formula

Formulas can be used to apply conditional formatting. In our example, the formula will be the **CountIf** function and the conditional formatting will be applied where text is in a range of cells more than once.

1. Select the cells to which you want to apply formatting.

2. Click **Home Tab | Conditional Formatting | New Rule.** The *New Formatting Rule* dialog box displays (shown right).

3. In the **Select a Rule Type** list, select **Use a formula to determine which cells to format**.

4. In the **Format values where this formula is true** field enter the appropriate formula. Here, the example formula is:

    =COUNTIF([Range],[criteria]) is greater than 1 or
    =COUNTIF($D$2:$D$11,D2)>1

5. Click the **Format** button and select the desired formatting.

6. Click **OK**. The conditional formatting is applied to the selected cells.

Applying Conditional Formatting based on Dates

1. Select the cells to which you want to apply formatting.

2. Click **Home Tab | Conditional Formatting | Highlight Cells Rules | A Date Occurring.** The *A Date Occurring* dialog box displays (shown right).

3. Click the drop-down arrow for the field provided and select the appropriate conditions. Options include **Yesterday, Today, Tomorrow In the last 7 days, Last week, This week, Next week, Last month, This Month** or **Next month**.

4. Click the drop-down arrow for the **with** field and select the appropriate formatting.

5. Click **OK**. The conditional formatting is applied to the selected cells.
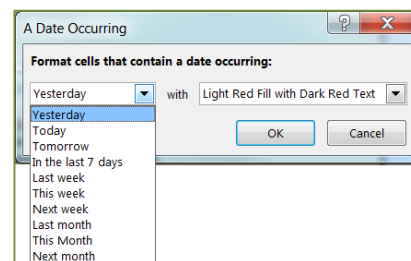
Editing or Deleting Conditional Formatting

1. Ensure your cursor is on the worksheet using the rule you want to edit.

2. Click **Home Tab | Conditional Formatting | Manage Rules.** The *Conditional Formatting Rules Manager* dialog box displays.

3. In the Show formatting rules for drop-down list, select **This Worksheet**.

- Click on the rule to be edited and click **Edit Rule** to change the range or conditions of the rule.

- Click on the rules and click **Delete Rule** to delete the rule.

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